

PLANNING & ZONING SUBMITTAL CHECKLIST

NOTE: PLANS WILL BE REJECTED IF THE FOLLOWING ITEMS ARE NOT INCLUDED WITH THE SUBMITTAL.

SHARED PARKING

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Letter of Explanation/Justification/Intent
- ☐ Shared Parking Report / Parking Analysis / Data Summary
- ☐ 1 – 11" x 17" Site Plan
- ☐ 1 – 8 ½" x 11" Site Plan reduction

USE PERMIT

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Letter of Explanation/Justification/Intent
- ☐ Ownership List, Mailing Labels, and Map
- ☐ Neighborhood Meeting Notification Letter
- ☐ 1 – 24" x 36" Site Plan
- ☐ 1 – 11" x 17" Site Plan reduction (Vellum)
- ☐ 1 – 11" x 17" Floor Plan (Vellum)
- ☐ 1 – 8 ½" x 11" Site Plan reduction
- ☐ 1 – 8 ½" X 11" Floor Plan reduction

ZONING

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Letter of Explanation/Justification/Intent
- ☐ Ownership List, Mailing Labels, and Map
- ☐ Neighborhood Meeting Notification Letter
- ☐ 10 – 24" x 36" Site Plan
- ☐ 1 – 11" x 17" Site Plan reduction (Vellum)
- ☐ 1 – 8 ½" x 11" Site Plan reduction

PLANNED AREA DEVELOPMENT (PAD) OVERLAY DISTRICTS

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Letter of Explanation/Justification/Intent
- ☐ Ownership List, Mailing Labels, and Map
- ☐ Neighborhood Meeting Notification Letter
- ☐ 10 – 24" x 36" Site Plan
- ☐ 2 – 24" x 36" Elevations
- ☐ 2 – 24" x 36" Floor Plans
- ☐ 2 – 24" x 36" Landscape Plan
- ☐ 2 – 24" x 36" Grading and Drainage Plan
- ☐ 1 – 11" x 17" Site Plan reduction (Vellum)
- ☐ 1 – 11" x 17" Elevation reduction (Vellum)
- ☐ 1 – 11" x 17" Floor Plan reduction (Vellum)
- ☐ 1 – 11" x 17" Landscape Plan reduction (Vellum)
- ☐ 1 – 11" x 17" Grading and Drainage reduction (Vellum)
- ☐ 1 – 8 ½" x 11" Site Plan reduction
- ☐ 1 – 8 ½" x 11" Elevation reduction
- ☐ 1 – 8 ½" x 11" Floor Plan reduction
- ☐ 1 – 8 ½" x 11" Landscape Plan reduction
- ☐ 1 – 8 ½" x 11" Grading and Drainage Plan reduction

MODIFICATION TO AN APPROVED PLAN OF DEVELOPMENT OVERLAY DISTRICT

Same as above. Some items may not be required.

SUBDIVISION/CONDOMINIUM

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Letter of Explanation/Justification/Intent
- ☐ 8 – 24" x 36" Preliminary &/or Final Subdivision Plat
- ☐ 1 – 11" x 17" Preliminary &/or Final Subdivision Plat reduction (Vellum)
- ☐ 1 – 8 ½" x 11" Preliminary &/or Final Subdivision Plat reduction

HISTORIC PRESERVATION

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Letter of Explanation/Justification/Intent
- ☐ Ownership List, Mailing Labels, and Map
- ☐ 1 – 11" x 17" Site Plan (Vellum)
- ☐ 1 – 8 ½" x 11" Site Plan reduction